

## SEAFORTH PAC GENERAL MEETING

May 19, 2010

---

*Executive in Attendance:* Nandita Narayan, Rhylin Bailie, Abby Wong, Shannon Derksen, Jen Mezei, Siva Ramesh, Patricia Narvaez, Zena Kwan, Ann Einstein.

*Regrets:* Lynne Vidler

*Other Members in Attendance:* Donna Binotto, Rishma Vallani, Debbie Wang

---

*Meeting started 7:06pm*

- Approval of April's General Meeting Minutes: 1<sup>st</sup> Rhylin Bailie, 2<sup>nd</sup> Siva Ramesh

### CHAIRPERSON'S REPORT – Nandita Narayan

- Nomination Committee for PAC 2010/2011 Executive – if anyone knows of people that are interested in being on the PAC executive, please contact Rhylin Bailie. ACTION ITEM: Nandita to send list to Rhylin of vacant positions.
- Edmonds Charity Drive – need parent volunteers to organize it. Rhylin Bailie offered to do this. All you need is parents to pick up stuff and drive it over. A couple parents have asked Nandita about this. Edmonds is open all year long. Now is a good time for us to donate. Nandita will put a blurb in the newsletter. The stuff will be dumped in the hall (asked Keith if there is a good time for piling of stuff? – 1<sup>st</sup> week of June? ACTION ITEM: Keith to get back to Rhylin). ACTION ITEM: Rhylin will contact Ms. Tazumi for a short list.

### TREASURER'S REPORT - Abby Wong

- *See report attached to the same email these minutes were attached to for details on the current year's income and expenditures.*

### Current Year 2009/2010:

- \$9500 includes \$7431 carry forward expenditure, not a budgeted item because we already had that money. No proceeds from carnival shown – minimum of \$3500 would have been brought in. \$1000 in the plus. – 2008/2009 budget.
- Negative deficit – money in the bank explains this.

- We expect a full gaming grant for 2010/2011. Abby has applied for this grant.
- Some money was carried over from the Grade 7 grad from last year. This year's grade 7 income line has not had expenses subtracted.
- There's 2 hot lunches left – we don't prepay, pay on day of. Waiting and will submit one request for a cheque to cover hot lunch expenses. Hot lunch usually pays for the volunteers – grade 7 grads are doing 2 hot lunches this year. Note: we have budget of \$500 for sports day – we can use this for the volunteer's lunch. ACTION ITEM: Rishma to give number to Abby, keep separate.

Proposed 2010/2011 budget:

- The proposed budget was created using the last 2 years budgets and actual expenses.

*Notes regarding the predicted income:*

- Abby tried to be safe – focus is on the expenses, don't want to overspend. Gaming grant – estimate \$20 per student – \$10,500 total. Abby predicted hot lunch would bring in about \$12,000 for whole year. Group feels that it would be wise to reduce predicted income from hot lunch to \$11,000.
- Popcorn sales is a huge success – has Adrienne agreed to do this? ACTION ITEM: Nandita will ask if Adrienne will sell popcorn next year. 2,500 is net profit predicted.

*Notes regarding the predicted income continued:*

- 85% of popcorn sales are profit. Silent Auction \$5000. (General questions: will schools get HST rebates? How will HST affect our hot lunches – will this cost be passed onto parents?). Note: we increased our hot lunch prices in 2009/2010 – did we see a response to this? Rishma said yes and no: we found some kids weren't ordering anymore. Other kids ordered a lot – found that we sell a lot the day of. Parents pre-order 1 sushi, 1 hamburger, but then kids order more the day of.
- Suggestion to Abby: have an operating budget and have a separate budget for carried-forward items – otherwise it can be confusing.

*Notes regarding the predicted expenses:*

- The group considered reducing the earthquake budget from \$3000 to \$1500 – but decided not to as there is a need for the whole amount.
- Silent auction 2010/2011 – it is a special project, not regular annual income.
- Educational speaker line item – ACTION ITEM: Abby to add foot note – "Saleema Noon".
- Group suggests renaming Spirit Day line to Spirit Day/School Event – this will take into account that the incoming principal may change this event.
- Noon hour activities – this refers to Terrific Tuesdays.
- Games club – \$300 removed from the 2009/2010 budget. The games club still went ahead, but in 2010/2011 this money will be put back. Note: we need to look at spending this money on all games, not just chess, as some of the existing games are missing pieces and need replacing.

- Issue raised during meeting: Grade 7 French Immersion trip to Quebec in 2010/2011 – the trip costs \$2500 (including flight) per student. 26 of 36 students are going, but of the 10 that aren't going, some are not going due to financial reasons. Question: would PAC put the money towards this? Some responses: PAC money should benefit the whole school not individuals. PAC does set aside \$500 for field trips, etc. in the budget. The group present felt it was fair though to support any fundraisers that the grade 7 French Immersion students would like to do. For example, they could do a movie night; they could do some hot lunches. They can solicit French immersion parents for support. ACTION ITEM: hot lunch dates (PAC/non-PAC) should be given to Keith so he can add to the school calendar by the end of May.
- Note regarding fundraising: it is a general rule that each school group gets one fundraiser and any extras need PAC approval. This arose because of the 'donation vs. fundraising decision': parents elected to donate and reduce the amount of door-to-door fundraising. Thus it is wise for PAC to filter any extra fundraising to stay true to this donation decision. School events are different and there can be many of these. For example, carnival and movie night are not considered traditional fundraising.

*Carnival funds and budget surplus funds:*

- Any money left over is spent on pre-approved items but making sure we leave \$2500 in the account – that's what we always do. Pre-approving expenses is a good idea, as it ensures the school can obtain the items it requests in a timely manner.
- Regarding 2009/2010 Carnival funds – \$3200 of the Carnival funds has been earmarked for sound systems; 50% of the remainder will be spent on IT upgrades and 50% on sports/music programs –
- Regarding budget surplus funds – how should this be spent...recall that the Top 5 items that parents wished PAC money to be spent on were: IT upgrades (e.g. computer lab refresh), sports and music programs, and audio-visual equipment for the library, sound systems.
- Other ideas: playground contingency fund (we could allocate a percentage or dollar amount every year put into the playground fund; if the whole playground has to go, it will cost \$70,000), resources for the gifted program, earthquake readiness, choir vests, and IT contingency fund (we could allocate \$3000 per year to IT upgrades; similar to earthquake line item). It was noted that IT upgrades has been a major focus for PAC funds for the last couple of years and that perhaps we should finish what we started. Note: funds allocated to annual IT upgrades could not be carried over, so the entire amount should be spent each year. Note: the district pays for support and service of the IT.
- Regarding the sound systems: 9 systems are currently installed at Seaforth; there are 4 more on order (Carnival and school funds will pay for these 4). There are 21 classrooms at Seaforth as well as an ESL teacher and a

librarian. Thus we could potentially use 23 systems. To date, we have only put systems in the classrooms where teachers commit to use systems. But every year we are seeing more and more teachers requesting the systems. The ESL teacher is in the portable; there could be 5 to 15 kids in there at any one time. A sound system installed in a portable could be removed into the main building if need be.

- MOTION: Rhylin Bailie moves that the 2010/2011 proposed budget be approved provided that:
  - *the hot lunch projected revenue be reduced to \$11,000;*
  - *'Spirit Day' budget line item will be renamed to 'Spirit Day/School Event';*
  - *Any surplus funds from 2009/2010 will be put towards a sound system for the library, computer refresh*
  - *Add line item of \$3000 dedicated to IT upgrades throughout the whole school (e.g. library, PC lab, each classroom). A line item dedicated to regular annual computer refresh*

Nandita Narayan asked for a show of hands supporting this motion: all people present at this meeting put up their hands in favor of this motion – motion passed.

#### PRINCIPAL'S REPORT – Keith Chong

- Spirit Day – comments received from teachers: this year's Spirit Day more relaxed. There were some minor glitches (e.g. speaker cancellations due to personal reasons). There were some highlights as well: Sophie Lui from Global TV put on a great session; she had kids pretend they were news people. All presenters did a great job. Keith doesn't know if Spirit Day will happen next year. Some parents expressed interest in keeping Spirit Day alive – if anyone is interested Keith has all of the presenter's contact info, etc. Spirit Day in future years may turn into an afternoon only and it may just have a specific theme. This is something we will have to decide.
- Earthquake drill – teacher's said they were impressed with the questions from kids. Teacher's thought it was a great exercise: something parents, teachers and kids were a part of – how to deal with an emergency. It's been 2 to 3 years since we started this process (i.e. getting kiosk, forming committee, etc.) all culminating in the May 7<sup>th</sup> drill. This school has made a lot of progress and we are ready for the next phase of refining the process. Teachers felt it would be great if we could vary the scenario – i.e. child is lost in building, sending a team into find them, and examine what are the processes involved in each scenario. Teachers would like a yearly drill: Keith emphasizes that it will take several years to make the process maximally effective. It should also be noted that we had great help from the parents.
- Sports Day – several back-up plans developed if it rains on this day. If it does rain, we will have an inside sports day – stations will be set up inside classrooms and the schedule will be similar to the outside sports day – early dismissal between 1 and 1:30pm. Cancelled outside events could be re-

scheduled for Tuesday May 25<sup>th</sup> or future dates. Note: concession and food purchases will have to take into account the weather and any modified schedules.

- New Principal at Seaforth – Dorothy Joyce – will be at the June 2010 PAC meeting – this is our chance to meet her and ask her questions. Brief history re: Ms. Joyce: she has taught at Sperling school, she was District Principal for 5 years, and more recently she teaches at Marlboro School (1000 kids) – now here. Ms. Joyce is experienced; she also supervised the French immersion program for District.

#### Volunteer Coordinator / Member at Large – Nandita for Zena Kwan

- Forms received to date: 40 volunteer forms, 50 passport forms, and 25 to 30 cake forms. Need about 100 more volunteers. ACTION ITEM: Zena to draft a call for volunteers and give to Nandita. Volunteers mostly need to run the games, one hour time slots – need to fill these. Cut-off date useful to spur reaction. DPAC has circulated info and it will go to the radio stations. Some ideas regarding early bird draw – could re-work it and make it kid friendly – free passport for that day. Another idea: if kids hand their passport requests in early AND get their parent's to volunteer – these kids get entered into a draw or they get to cut to the front of the line. Will send email to parents.

#### DPAC Report – Jen Mezei

- One more DPAC meeting will occur before the end of the school year. Next year 2010/2011: looking at monthly education sessions: a session for PAC members on how to run the PAC, another for parents on how kids learn and helping kids with homework, and a talk on anxiety will occur as well. These are great presentations.

#### Traffic Safety Committee

- No one present.

#### Health & Nutrition Committee

- No one present.

#### Hot Lunch Committee

- Nothing new to report.

#### CPF Rep

- BCPF – organized a certificate for the graduating grade 7 students.

#### NEW BUSINESS

- None

*Meeting adjourned 8:59pm#*